

MeetingPlace Phone Quick Reference Card



MeetingPlace Phone Features

MeetingPlace Phone Number

1 Attend a meeting as a guest

2 Access your Profile

Enter your profile number #
Enter your password #
Then...

3 Review MeetingNotes, recordings, and other attachments as a guest

1 Attend a Meeting:

Enter meeting ID

If prompted, enter meeting password

- 1 Join the meeting
- 2 Listen to roll call
- 3 Access meeting agenda
- 4 Access meeting comments
- 5 Request meeting attachments

In-Session Meeting Features

Press # then...

- 0 Assistance
- 1 Breakout sessions:
 - 1 - 9 Choose breakout
 - 0 Return to main meeting
- 2 Roll call, who's talking
- 3 Dial out to other users
- 4 Admittance options:
 - 1 Lock meeting
 - 2 Admit party
 - 3 Delete last party
- 5 Mute/unmute phone
- 6 MeetingNotes:
 - 1 Record on/off
 - 2 Meeting name
 - 3 Meeting agenda
 - 4 Meeting message
 - 5 Meeting comments
 - 6 Meeting attachments
- 9 Depart meeting and return to Main Menu

2 Schedule, Reschedule, or List Meetings:

- 1 Immediate meeting
- 2 Future meeting

Enter:

- Month
- Day
- Start time
- Length of meeting
- Number of locations

MeetingPlace confirms the meeting

- Record meeting name and agenda
- Keep meeting ID or select vanity ID

Meeting preferences (this meeting only):

- Entry / Departure announcements
- Security options
- Meeting Notes options

3 Reschedule meeting

Enter:

- Month
- Day
- Meeting ID number

- 1 Meeting preferences
- 2 Meeting name or agenda
- 3 Meeting ID/password
- 4 Time, date, length, locations
- 4 List meetings you have scheduled or have been invited to

3 User Profile Settings and Meeting Preferences:

1 Profile settings:

- 1 Password
- 2 Profile name
- 3 Proficiency level
- 4 Telephone number
- 5 Fax number
- 6 Meeting attendance
- 7 Meeting notification

2 Meeting preferences (for all meetings):

- Entry / Departure announcements
- Security options
- MeetingNotes options

4 Review MeetingNotes, Recordings, and Other Attachments:

Enter:

- Month
- Day
- Meeting ID number

1 Review Meeting and meeting materials

1 Listen to meeting recording

- 1 Rewind
- 2 Pause
- 3 Fast Forward

2 Listen to roll call

- 3 Access meeting agenda
- 4 Record, delete, or listen to meeting messages

5 Access meeting comments

6 Request meeting attachments

7 Listen to meeting information

* Listen to a different meeting

2 Meeting posting options

- 3 Delete recordings, comments, and attachments

Tips for Better Meetings

- o Eliminate unwanted meeting noise (cell phone/loud environment).
Mute/Un-Mute your line: # 5
- o Anticipate no-shows or latecomers.
Record the meeting: # 6 1
- o Leave a Meeting Message for everyone to hear as they enter the meeting.
Dial the MeetingPlace Phone Number
Press 2 to Access your profile
Press 4 to Select MeetingNotes
Follow the Prompts to record a Meeting Message